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OF THE AIR FORCE**

AIR FORCE INSTRUCTION 84-102

18 NOVEMBER 2015



History

***HISTORICAL OPERATIONS IN
CONTINGENCIES AND WAR***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 84-1, *Historical Information, Property and Art*. It provides guidance and procedures for collecting historical data, preparing reports, and operating during contingencies and war throughout the Air Force (AF). It applies to individuals at all levels, including personnel in the Air Force Reserve Command (AFRC). Supported Major Commands (MAJCOMs) can supplement this instruction to provide additional guidance to subordinate units, but supplements must not conflict with any Air Force Instruction (AFI). AF/HO must approve all MAJCOM supplements. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with *Air Force Records Disposition Schedule (RDS)* located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority or if a non-Tiered requirement, to the publication OPR for consideration. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document is substantially revised throughout and should be completely reviewed. This AFI adds a clear statement of the primary mission of Air Force historians. It clarifies the roles and functions of MAJCOMs, Component Major Commands (C-MAJCOM), Component Number Air Forces (C-NAF), and Supporting/Force Provider MAJCOMs. It also eliminates references to

Contingency Historical Information Preservation (CHIP) teams and reflects the elimination of the Historian Contingency Course (HCC) and the establishment of the Historian Training Course (HTC).

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Chapter 1

PLANNING AND RESPONSIBILITIES

1.1. Mission. The primary mission of all Air Force unit historians is the production of periodic histories. In the context of this Air Force Instruction (AFI), these histories cover “contingency” activity and form the foundation of all subsequent efforts to document the Air Force’s mission accomplishments. The primary mission of CMAJCOM/ C-NAF History Office(s), and their subordinate organizations, involved in operations covered by this AFI is to prepare periodic history reports documenting the operational activities of deployed personnel and organizations.

1.2. Scope and References. Personnel in the Air Force History and Museums Program (AFHMP) participate in support of all types of Air Force operations across the full spectrum of conflict, including conventional campaigns, contingencies, humanitarian assistance/disaster recovery, and steady-state deployments. Many United States Air Force (USAF) organizations cooperate with history offices to develop plans for this AFHMP participation. These plans implement the policies and directives of the Department of Defense (DoD), Joint Chiefs of Staff (JCS), Headquarters USAF (HAF), and the unified commands. Five key references for the war planning process include:

- 1.2.1. USAF War and Mobilization Plan, Volume 1 (WMP-1), Annex M.
- 1.2.2. AFI 10-401, *Air Force Operations Planning and Execution*.
- 1.2.3. AFI 10-403, *Deployment Planning and Execution*.
- 1.2.4. DoD 5200.01-M, *Information Security Program*.
- 1.2.5. AFI 84-101, *Historical Products, Services, and Requirements*.

1.3. History and Museums Policies and Programs (AF/HO) will develop and implement contingency and war-planning policy for all Air Force History Offices, including those functioning in a component role under a unified combatant command.

- 1.3.1. AF/HO will manages Unit Type Code (UTC) RFGAE. This is a single-person UTC that covers all Air Force Historians, civilian, officer and enlisted.
- 1.3.2. The Director, AF/HO serves as the Career Field Manager (CFM) for all civilian historians as identified in AFI 10-401. The Director will coordinate contingency historical tasks with DoD, JCS, unified combatant commands, Chief of Staff of the United States Air Force (CSAF)-directed analysis teams, and USAF staff agencies. The Director, AF/HO will ensure force modules include historians when appropriate.
- 1.3.3. AF/HO will provide policy and guidance for implementing the USAF WMP-1, base support, and related planning.
- 1.3.4. AF/HO will coordinate with the JCS Director of Joint History to avoid duplication of effort and to promote the efficient collection and preservation of information relating to combat and contingency operations. The Joint History Program focuses on the planning and decisions of unified combatant commanders, while the Air Force History Program focuses on unit personnel working to accomplish the unit’s mission. AF/HO informs the JCS History Office about USAF requirements and plans.

1.3.5. In coordination with the Air Force Personnel Center (AFPC), Directorate of Air and Space Expeditionary Force (AEF) and Personnel Operations, AF/HO will implement AFHMP participation in AEF deployments.

1.3.6. As soon as possible after the start of contingency operations, AF/HO will coordinate with the affected C-MAJCOMs, Supporting/Force Supplier MAJCOMs, C-NAFs, and the AFHMP AEF Scheduler to determine History command and control policies and procedures for the operation(s). Decisions made by the group will be reviewed periodically during the course of contingency operations to ensure compliance with Air Force command and control structures and procedures.

1.3.7. AF/HO will coordinate with affected organizations to review deployment policies and procedures. This Deployment Review Panel (DRP) will include representatives from AF/HO, the Air Force Historical Studies Office (AF/HOH), Air Force Historical Research Agency (AFHRA), C-MAJCOMs/C-NAFs, AFRC, AFHMP AEF Scheduler, personnel with recent deployment experience, and other members as determined by AF/HO.

1.3.7.1. AF/HO will develop agenda items for DRP meetings based in part upon historian after-action reports (AARs) and input from members of the AFHMP.

1.3.7.2. The DRP will address agenda items and evaluates historian deployment requirements, procedures, and the substance and utility of historical contingency reports.

1.3.7.3. The Director of the AFHMP will formulate or revise AFHMP contingency deployment and reporting guidance based upon this process.

1.4. Air Force Historical Studies Office will produce books, monographs, and studies detailing Air Force activities and operations documented by historians operating under this AFI. AF/HOH will develop a publication plan in consultation with the director of the AFHMP, AFHRA, the C-MAJCOM/C-NAF Historians, and the Supporting/Force Providing MAJCOMs, and other affected organizations. AF/HOH will review and update the plan as needed during the course of the contingency and provide status updates to the Director of the AFHMP concerning products in progress. AF/HOH will provide input to initial and subsequent DRPs regarding special areas of research by deployed historians required to support the writing of publications contained in the contingency publication plan, annual publication plan, and other publications as assigned.

1.5. Air Force Historical Research Agency will collect, index, and preserve contingency historical reports and other operational records. (T-1). AFHRA will:

1.5.1. Make historical contingency reports available through the Inferential Retrieval and Indexing System (IRIS) within 30 days of receipt. (T-1).

1.5.2. Produce and maintain lineage and honors histories of all units participating in contingency operations. (T-1).

1.5.3. Conduct periodic Historian Training Courses as required to ensure Air Force Historians are trained to produce contingency and wartime historical reports as outlined in this instruction. (T-1).

1.6. Supported Component Major Command/Component Numbered Air Force History Offices are the Supported Command History Office in cases where the Commander, Air Force Forces (COMAFFOR) role is assigned to a component Numbered Air Force. Supported C-MAJCOM/C-NAF History Office(s) will:

1.6.1. Prepare periodic histories of their organization in accordance with the guidelines established in AFI 84-101 (See Attachment 5, C-MAJCOM/C-NAF History Annex).

1.6.2. Provide material support to deployed historians.

1.6.3. In coordination with AF/HO, and the intermediate MAJCOM when applicable (i.e., Twelfth Air Force and Air Combat Command, Fifth Air Force and Pacific Air Forces, etc.), provide guidance to deployed historians from their arrival in theater until their departure.

1.6.4. Provide deployed historians with security and content feedback as soon as possible after the receipt of each contingency historical report. Evaluations of contingency historical reports are less formal than those prepared for annual periodic historical reports compiled under AFI 84-101. In general, follow guidance in AFI 84-101, Attachment 21, for security and content evaluations. Emphasizing content and security in all feedback ensures products of long-term utility. Format, organization and style are less important and only merit feedback to the deployed historian for substandard submissions. Send a copy of each assessment to AF/HO, the deployed historian's parent MAJCOM/HO, and the C-MAJCOM/HO.

1.6.5. Respond to requests for historical information that are beyond the capability of deployed historians.

1.6.6. Through AF/HO, advise joint (unified command) headquarters on guidance provided to deployed Air Force historians.

1.6.7. Maintain a complete listing of deployed historians and their contact information to include e-mail address, mailing address, and DSN telephone number. Forward this list to AF/HO at the beginning of each rotation.

1.6.8. Coordinate with deployed historians and their replacements as early as possible in the current rotation. This affords effective transitions between historians. Provide deployed historians with their replacement's contact information. Deployed historians are in the best position to answer questions regarding local policies, conditions, and points of contact (POCs) for issues related to local administrative processes.

1.6.9. Provide theater-specific training as appropriate.

1.6.10. Provide a copy of every contingency historical report to AFHRA. If possible, retain a copy of each report. Distribute additional copies as required.

1.6.11. In consultation with AF/HO, can revise the monthly reporting requirement as circumstances warrant. However, C-MAJCOM/C-NAF HOs must ensure such changes align with the length of the AEF rotation. For example, a 180-day reporting cycle would not be appropriate for a 120-day rotation.

1.6.12. If required, ensure deployed historian is cleared, briefed, and debriefed in Special Compartmentalized Information (SCI) prior to and for the duration of their deployment.

1.7. Supporting/Force Provider MAJCOM/HOs will provide historians to the service component commander. MAJCOM/HOs will use Attachment 3, MAJCOM History Annex, to prepare histories. Supporting/Force Provider MAJCOM/HOs will:

- 1.7.1. Coordinate with the C-MAJCOM/C-NAF historian and direct historians to appropriate local functions concerning personnel procedures, entitlements (pay and benefits), security, and miscellaneous details.
- 1.7.2. Ensure mobility training is complete and current.
- 1.7.3. Engage in pre-deployment communication with the C-MAJCOM/C-NAF.
- 1.7.4. Ensure historians do not deploy without a validated tasking IAW AFI 10-403, section 3.15.
- 1.7.5. Review and coordinate on AEF scheduling.
- 1.7.6. Ensure all historians postured in the AEF libraries are mobility qualified and all historians have Top Secret clearances that have been registered in the Joint Personnel Accountability System (JPAS). In some instances, SCI access may be required. The gaining C-MAJCOM/C-NAF will make that determination.
- 1.7.7. Ensure all historians have completed the Historian Training Course.

1.8. AEF Scheduler. The AEF Scheduler coordinates and sources the actual deployment of all historians during wartime, contingency operations, and large-scale contingency training exercises. The AEF Scheduler, in coordination with AF/HO, will:

- 1.8.1. Coordinate with AF/HO and the C-MAJCOM/C-NAF to ensure the validity of all historian AEF taskings. (T-1).
- 1.8.2. Maintain the AEF Library for all postured historians and coordinates with the MAJCOM Functional Area Managers (FAMs) on the training and deployment eligibility of their respective assigned historians. (T-1). At a minimum, the AEF Scheduler will complete this coordination no later than 120 days before a given historian's AEF vulnerability period. (T-1).
- 1.8.3. Coordinate the nomination and selection of historians for specific AEF taskings with AF/HO and the historian's parent MAJCOM. (T-1). When a historian is sourced for deployment, the AEF Scheduler will notify the respective MAJCOM FAM, who in turn validates the tasking. (T-1).
- 1.8.4. Act as the focal point for the AFHMP leadership on all policy directives and guidance issued by the AEF directorate. (T-2).
- 1.8.5. Consult with the AFRC FAM to determine if and when AFRC historians are available to support AEF requirements in accordance with AFRC policies and procedures. (T-2).

1.9. Commanders. Commanders at contingency, humanitarian assistance/disaster recovery, and other locations affected by this AFI are vital to the success of the AFHMP during wartime and contingency operations. Commanders will:

- 1.9.1. Assign historians to their special or personal staff. (T-1).

1.9.2. Provide historians access to all data, activities, and facilities necessary to accomplish their mission. (T-1).

1.9.3. Ensure historians are not detailed/assigned duties inconsistent with the timely performance of their primary wartime mission. (T-3).

1.9.4. Ensure historians have adequate office space and equipment. (T-3).

1.10. Unit Historians. The responsibilities for unit historians' break down into three distinct phases: pre-deployment, deployment, and post-deployment.

1.10.1. The pre-deployment phase begins when historians are tasked for a deployment. In this period, historians will:

1.10.1.1. Complete mobility training requirements as specified by the Unit Deployment Manager (UDM). (T-1).

1.10.1.2. Immediately advise the MAJCOM/HO FAM about any changes that might affect their ability to deploy. (T-2).

1.10.1.3. Periodically brief the commander and staff on the historian's contingency responsibilities. (T-3).

1.10.1.4. Advise MAJCOM/HO upon receipt of any deployment tasking. (T-2). Historians will not deploy without a validated tasking from higher headquarters. (T-2).

1.10.1.5. Obtain and become familiar with supported C-MAJCOM/C-NAF policies, procedures, Operating Instructions, and guides prior to deployment. (T-2). This may require attendance at training sessions hosted by the Supported C-MAJCOM/C-NAF prior to deployment.

1.10.2. During deployments, historians will:

1.10.2.1. Report to the deployed commander, vice commander, or director of staff and follow functional guidance and procedures established by the C-MAJCOM/C-NAF history office. (T-2).

1.10.2.2. Prepare Contingency Historical Reports (Report Control Symbol (RCS): HAF-HO(AR)8901). (T-1).

1.10.2.3. Conduct oral history research interviews. (T-1).

1.10.2.4. Answer queries and provide historical services to the commander and staff. (T-1).

1.10.2.5. Coordinate unit emblem requests with the C-MAJCOM/C-NAF history office. (T-2).

1.10.2.6. Advise commanders and staff on lineage and honors data. (T-2).

1.10.2.7. Establish communications with replacement historian. (T-2).

1.10.3. In the post-deployment phase, historians will:

1.10.3.1. Prepare History Operations After-Action Reports (RCS: HAF-HO(AR)8903), AF Form 2131 (T-1).

1.10.3.2. Coordinate revised home unit history submission schedules with the parent MAJCOM/HO. (T-2).

1.10.4. Historians considered deployed-in-place will:

1.10.4.1. Report the unit's wartime activity (including that of any expeditionary organizations formed from personnel and equipment from the parent organizations formed from personnel and equipment from the parent organization) within the annual history report published under AFI 84-101. (T-1).

1.10.4.2. Continue reporting under the timelines established by the parent major command or higher headquarters. (T-2).

1.11. National Museum of the United States Air Force (NMUSAF). The NMUSAF will prepare plans for the collection and disposition of historical property during and after contingency operations. See AFI 84-103, *US Air Force Heritage Program*.

1.12. Air Force Reserve Command. AFRC has established command-specific policies and procedures covering its participation of enlisted and officer historians in the AEF/contingency deployment process. See the AFRC supplement to this AFI for a detailed discussion of command guidance and procedures concerning the availability and deployment of AFRC Individual Mobilization Augmentees (IMAs) and Reserve unit historians.

1.13. Planning. Historians at all levels will prepare and maintain History Annexes for contingency operations plans. (T-1). Wing-level historians will coordinate draft annexes with the MAJCOM/HO using Attachment 4, Unit History Annex Template. (T-2). All historians, including those not postured in AEF libraries, must ensure that unit and organization contingency plans at all levels include History annexes. (T-1).

Chapter 2

EXECUTION OF RESPONSIBILITIES

2.1. Historians. Upon reporting to the deployed location, historians establish communications, collect, organize, safeguard, and preserve historically significant data pertaining to the mission. To accomplish this, historians will:

2.1.1. Notify the supported C-MAJCOM/C-NAF and the respective parent MAJCOM historians by e-mail or phone upon arrival at the contingency location. (T-2). Historians will keep their C-MAJCOM/C-NAF historian informed of any changes in the status of contingency reports and other issues that may affect mission accomplishment. (T-2).

2.1.2. As circumstances permit, visit geographically separated units (GSUs) and forward operating locations (FOLs) regularly to ensure coverage of operational activities. (T-3). If such visits are not possible, the historian will contact unit commanders to collect information and conduct phone/video teleconference (VTC) interviews when possible. (T-3).

2.1.3. Answer inquiries and maintain an information request log for simple inquiries. (T-1). Refer complex inquiries to the C-MAJCOM/C-NAF history offices. Historians will report the number of inquiries and time spent to the C-MAJCOM/C-NAF history offices at the conclusion of the deployment. (T-2).

2.2. Contingency Historical Reports. Contingency reporting procedures differ significantly from those of peacetime. Unit historians shift from preparing narrative reports to selecting, organizing, and preserving documentation and will prepare a less extensive narrative (see Attachment 2, Contingency Historical Report (RCS: HAF-HO (M) 8901). (T-1). Historians focus on their unit's operational activities during contingency operations. Historians will:

2.2.1. Prepare monthly historical reports consisting of a fully-cited expanded chronology, a brief narrative, and appendices, which provide key statistical data not otherwise included in supporting documents. (T-1). Historians will maintain cumulative data for statistical appendices to answer queries that may extend beyond the reporting period. (T-1). For example, unit flying hours, sortie production, munitions expenditures, and strike data, for monthly, annual, and the duration of the operation. (T-1).

2.2.2. Focus on collecting primary electronic source documents. (T-1). When electronic documents are not available, paper files may be collected and preserved. Historians will collect and preserve still and video imagery as necessary. (T-1).

2.2.3. Conduct interviews with people directly involved in historically significant phases of contingency operations; these serve as a vital source of primary information. (T-1). Use material from interviews in historical reports. Historians will ensure all interviews are included as supporting documentation (either as audio files or transcripts) in contingency reports. (T-1).

2.2.4. Notify the appropriate supported C-MAJCOM/C-NAF History Office when each contingency history is submitted for the commander's signature. (T-2). Upon commander approval, historians will disseminate reports as directed by the supported C-MAJCOM/C-NAF historian. (T-2).

2.2.5. Maintain one electronic copy of each contingency historical report in the field history office. (T-1). The unit will send one complete copy to the C-MAJCOM/C-NAF History Office, which provides a copy to the AFHRA. (T-2).

2.2.6. Not enter statistical data into charts, tables, and appendices when that data is contained in one or more supporting documents. (T-2). Instead, refer researchers to the appropriate supporting document(s).

2.3. History Operations After-Action Report. Each deployed historian must submit a History Operation After-Action Report analyzing the effectiveness of historical reporting procedures and identifying History-related problems and recommended solutions. (T-1). AARs should be objective without being overly polemical or tendentious. Historians will prepare these reports within 30 days after returning to duty. (T-1). Historians will submit copies to AF/HO, the parent MAJCOM historian, and the AFHRA Field Support Division (AFHRA/FS). (T-1). AF/HO will coordinate issues derived from these after-action reports with the C-MAJCOM/C-NAF historians.

Chapter 3

TRAINING AND EVALUATION

3.1. AFHRA Field Support Division. The AFHRA/FS teaches historians the principles and methods needed to prepare Air Force contingency historical reports. To accomplish this, AFHRA/FS will:

- 3.1.1. Conduct classroom instruction as part of the Historian Training Course (HTC). (T-1).
- 3.1.2. Incorporate data collected from the Deployment Review Panel and History Operation After-Action Reports (AF Form 2131) into the HTC. (T-1).
- 3.1.3. Attend MAJCOM workshops and provide continuation training seminars relating to contingency operations. (T-1).

3.2. MAJCOM Historians. MAJCOM historians will support the contingency history process by conducting contingency training.

3.3. Unit Historians. In order to meet contingency responsibilities and reinforce the important role they play during contingency operations, unit historians must:

- 3.3.1. Prepare for and participate in Joint, Air Force, command, and local readiness exercises and inspections to practice the skills needed during contingencies. (T-1).
- 3.3.2. Attend MAJCOM workshops and take part in continuation training. (T-2).
- 3.3.3. Have access to a standard desktop compliant computer to use during local exercises and deployments. (T-2).

WALTER A. GRUDZINSKAS, GS-15
Director, Air Force History and Museums

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Reference***

USAF War and Mobilization Plan, Volume 1 (WMP-1), Annex M, 1 February 2010
AFI 10-401, *Air Force Operations Planning and Execution*, 1 May 1998
AFI 10-403, *Deployment Planning and Execution*, 20 September 2012
DoDM 5200.1, Vols I-IV, *Information Security Program*, 24 February 2012
AFPD 84-1, *Historical Information, Property and Art*, 16 September 2005
AFI 84-101, *Historical Products, Services and Requirements*, 30 July 2009
AFMAN 33-363, *Management of Records*, 1 March 2008
AFI 36-507, *Mobilization of the Civilian Workforce*, 21 July 1994
AFI 36-801, *Uniforms for Civilian Employees*, 16 December 1996
AFI 84-103, *US Air Force Heritage Program*, 22 May 2015

Prescribed Forms

AF Form 2131, *History Operation After-Action Report* (RCS: HAF-HO(AR)8903)

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAR —After-Action Report
ACC —Air Combat Command
AEF —Air and Space Expeditionary Forces
AFFOR —Air Force Forces
AF/HO —Office of the Air Force History and Museums Policies and Programs
AF/HOH —Air Force Historical Studies Office
AFHRA —Air Force Historical Research Agency
AFHRA/FS —AFHRA/Field Support Division
AFMAN —Air Force Manual
AFPD —Air Force Policy Directive
AFRC —Air Force Reserve Command
AFPC —Air Force Personnel Command
AOR —Area of Responsibility
AWOL —Absent Without Leave

BDA —Battle Damage Assessment
CAP —Crisis Action Procedures
C-MAJCOM —Component Major Command
C-NAF —Component Numbered Air Force
COA —Course of Action
COMAFFOR —Commander, Air Force Forces
CSAF —Chief of Staff of the Air Force
DoD —Department of Defense
DRP —Deployment Review Panel
DRU —Direct Reporting Unit
FAM —Functional Area Manager
FOA —Field Operating Agency
FOL —Forward Operating Location
GSU —Geographically-Separated Unit
HAF —Headquarters Air Force
HO —History Office
HQ —Headquarters
HTC —Historian Training Course
IG —Inspector General
IMA —Individual Mobilization Augmentees
IRIS —Inferential Retrieval and Indexing System
JCS —Joint Chiefs of Staff
JPAS —Joint Personnel Accountability System
LAN —Local Area Network
MAJCOM —Major Command
MAJCOM/HO —Major Command History Office
OPLAN —Operations Plan
POC —Point of Contact
POL —Petroleum, Oil, Lubricants
RCS —Report Control Symbol
RDS —Records Disposition Schedule
SCI —Special Compartmentalized Information

SITREP —Situation Report

UDM —Unit Deployment Manager

UTC —Unit Type Code

WMP —War and Mobilization Plan

Attachment 2

CONTINGENCY HISTORICAL REPORT (RCS: HAF-HO(M)8901)

A2.1. Format. The contingency historical report will consist of Microsoft Office or Adobe Acrobat files containing fully-cited sources. The report should not contain any embedded files.

A2.1.1. Title Page.

- A2.1.1.1. Report Control Symbol (RCS), RCS: HAF-HO(M)8901
- A2.1.1.2. Commander's signature and date signed
- A2.1.1.3. Historian's signature (optional)
- A2.1.1.4. The full name and location of the unit
- A2.1.1.5. Inclusive dates of the period covered
- A2.1.1.6. Overall classification of the material, with declassification instructions

A2.1.2. Security Notice and Administrative Controls Page. This page is required on every disk of a contingency historical report.

- A2.1.2.1. State the highest classification of material contained on the disk and declassification instructions.
- A2.1.2.2. List any special notations that apply to the data in the report.

A2.1.3. Table of Contents. This is an information-finding aid.

- A2.1.3.1. Must be based on headings/subheadings used in report.
- A2.1.3.2. List by page number.

A2.1.4. List of Illustrations. List all tables, charts, photographs, and maps.

A2.1.5. Expanded Chronology. Provides detailed information on significant events in the areas of operations, force protection, Base Operating Support, and other events as determined by the historian. Events are in chronological order. Each entry should answer the "who, what, when, where, why, and how" of an event. Do not use a bullet format; each entry must be narrative in nature.

A2.1.6. Narrative: A topically-organized account of significant events that occurred during the reporting period or of activities spanning multiple reporting periods. While the chronology provides adequate coverage of specific events, the narrative is the proper place to summarize a series of related events or a category of activities. For example, adequate coverage of an airlift or strike mission can be accomplished within the expanded chronology, but the narrative would be the appropriate section for a summary of measures taken to improve base security or to streamline maintenance procedures.

- A2.1.6.1. When possible, examine events in past contingency history reports to identify trends, lessons learned, and mission performance.
- A2.1.6.2. Every entry must have a citation identifying its sources. Supporting documents may be hyperlinked, but it is not mandatory. Be consistent; hyperlink all supporting documents or do not hyperlink any of the supporting documents.

A2.1.6.3. Do not embed photographs in the history. The historian will provide a caption and may hyperlink the text to a corresponding digital photograph or similar multimedia file. Each photograph or similar multimedia file requires a source citation.

A2.1.7. **Appendices.** Appropriate items for appendices include charts, tables, graphs, and statistical summaries, but do not enter statistical data into appendices when that data is contained in one or more supporting documents. Instead, refer researchers to the appropriate supporting document(s). When relying upon supporting documents alone, compile cumulative data enabling historians to readily answer inquiries. For example, include cumulative statistics broken down by month, year, and operation. Appendices follow the same format and contain the same information as specified in AFI 84-101, *Historical Products, Services, and Requirements*. Follow these guidelines:

A2.1.7.1. An appendix must be able to stand alone as an independent document when extracted from the history.

A2.1.7.2. List all sources used for its data and, if classified, provide downgrade and declassification instructions.

A2.1.7.3. The following appendices are mandatory and identified by a capital letter. When not applicable, insert the phrase "This Appendix not used." Additionally, with the approval of the supported C-MAJCOM/C-NAF History Office, historians may include other appendices as needed. C/MAJCOMs/C-NAFS may add other appendices as required. Do not create a table with manually entered data if an existing spreadsheet can be used. Also, an appendix can consist of a document link or a hyperlink to a source document if the linked document contains all the data needed in the appendix.

A2.1.7.3.1. Appendix A: Lineage and Honors data

A2.1.7.3.2. Appendix B: Roster of Key Personnel

A2.1.7.3.3. Appendix C: Personnel Statistics

A2.1.7.3.4. Appendix D: Organizational Structure Charts

A2.1.7.3.5. Appendix E: Crew Resources

A2.1.7.3.6. Appendix F: Casualty Statistics

A2.1.7.3.7. Appendix G: Aircraft Inventory by Unit, Type, and Serial/Tail Number

A2.1.7.3.8. Appendix H: Flying Data (Sorties/Flying Hours)

A2.1.7.3.9. Appendix I: Fleet Capability/Maintenance Statistics

A2.1.7.3.10. Appendix J: Munitions Inventory by Type (On-hand, Built, Expended)

A2.1.7.3.11. Appendix K: Petroleum, Oil, Lubricants (POL) Inventory by Type

A2.1.7.3.12. Appendix L: Vehicle Inventory by Type

A2.1.7.3.13. Appendix M: Communications Equipment Inventory

A2.1.8. **Glossary.** List, in alphabetical order, frequently used abbreviations, acronyms, terms, and symbols used in the current report, with a definition or explanation of each.

A2.1.9. **Gazetteer.** An alphabetical list of geographical place names with their locations.

A2.1.10. List of Supporting Documents/Document Groups/Case Files. The first disk in any history contains a list of all documents, document groups, or case files included as part of the history. Provide the identifying information and highest/most restrictive classification data like that used in a note citation. When using case files, you must ascertain the highest classification and most restrictive dissemination restrictions, as well as the longest duration declassification instruction for each case file. For additional supporting document disks, list only the documents contained on that disk, giving the same information required above. Follow detailed policy and guidance provided by the C-MAJCOM/C-NAF.

A2.1.11. Distribution List. Include the distribution list on the last page of the contingency historical report.

A2.1.11.1. Specify the total number of disks in each complete history.

A2.1.11.2. List the deployed History Office, the supported C-MAJCOM/C-NAF History Office, and the AFHRA as recipients.

A2.1.12. Disk Label. Each disk must be labeled to identify its contents. Include:

A2.1.12.1. Overall classification.

A2.1.12.2. Organization title.

A2.1.12.3. Location.

A2.1.12.4. Coverage period dates.

A2.1.12.5. Date signed.

A2.1.12.6. Media type and brand information (i.e., DVD-R, Imation).

A2.1.12.7. Office of origin, derivative classification, and declassification information.

A2.1.12.8. Disk x of x

A2.1.12.9. Destination (i.e., USAFE/HO).

A2.2. Research Topics. All manner of topics and events come under the purview of historians, but only significant activities affecting mission accomplishment merit discussion. By employing historical perspective, consider information that will be useful to future planners. The subheadings below, while neither inclusive nor exclusive, indicate topics generally worthy of consideration for historical coverage.

A2.2.1. Mission and organization changes and authority; assigned and attached units; host unit and host nation relationships.

A2.2.2. Operational tasking (offensive counter air, defensive counter air, close air support, intelligence surveillance reconnaissance, cyberspace, etc.).

A2.2.3. Hostile activities: enemy aircraft sighted or engaged (date, place, type, action taken); enemy ground forces observed or engaged (date, place, type--missiles, gun emplacements, infantry—and action taken) coordination with friendly ground forces

A2.2.4. Rules of engagement, and special tactics and techniques used to counter enemy forces.

A2.2.5. Mission results including battle damage assessment (include photographs or weapons system video), missiles and munitions expended as well as standard loads and deviations from standard loads, and aircraft combat battle damage incurred (date, place, aircraft tail number, crew members, cause--air battle, ground fire--and extent of damage).

A2.2.6. Air base defense activities including enemy attacks and recovery efforts and Rapid Runway Repair.

A2.2.7. Use of space and cyber assets.

A2.2.8. Logistics: equipment and supply status, problems encountered, attempted resolution, and results; ground and airlift (military and commercial transportation).

A2.2.9. Facilities: operational (flight line, aircraft parking areas, fuel storage); type of housing (tents or hotels), availability and adequacy; recreational and utilities.

A2.2.10. Communications: type (voice, data link, and so on), responsiveness, defensive/offensive cyberspace activities and operational capacity.

A2.2.11. Safety: flying and ground incidents, accident prevention efforts.

A2.2.12. Health and Welfare: medical facilities (type, capabilities); health hazards (type—impure water, food poisoning, insects, and so on); necrology (date, name, cause of death); personnel evacuated due to injury or illness (date, name, method of evacuation).

A2.2.13. Morale indicators such as absent without leave (AWOL) and desertion rates, substance abuse, Inspector General (IG) complaints, and activities (chaplain, Morale, Welfare, and Recreation, etc.).

A2.2.14. Personnel: retain rosters of personnel assigned and attached to the installation and wing if available.

Attachment 3**MAJCOM HISTORY ANNEX TEMPLATE**

A3.1. MAJCOM History Annex Template. All MAJCOM history annexes will contain the list of responsibilities as outlined in Paragraph 5 below. MAJCOM/HOs may add additional responsibilities as required. They may not remove responsibilities without prior coordination from HQ AF/HO.

Figure A3.1. MAJCOM History Annex Template

ANNEX x**HQ XYZ PPLAN 02-03****HISTORY**

1. PURPOSE: This annex provides guidance and assigns responsibilities for increased historical activity in support of operations conducted during all phases of contingency operations.

2. REFERENCES:

- 2.1. AFI 84-102, Historical Operations in Contingencies and War.
- 2.2. Others as appropriate.

3. OBJECTIVE: As appropriate.

4. ASSUMPTIONS: As appropriate.

5. RESPONSIBILITIES:

5.1. The XYZ History Office (XYZ/HO):

- 5.1.1. Coordinates base plans.
- 5.1.2. Ensures unit historians are in a Unit Type Code and properly coded
- 5.1.3. Ensures historians are current in all mobility deployment training requirements.
- 5.1.4. Validates mobility taskings.
- 5.1.5. Notifies historians of impending mobility taskings.
- 5.1.6. Advises local commanders on the disposition of Air Force Historical Property.
- 5.1.7. Supports deployed historians.
- 5.1.8. Advises joint headquarters on guidance to deployed USAF historians.

5.2. Commanders:

- 5.2.1. Develop plans that include the history function.
- 5.2.2. Assign historians to their personal or special staff.
- 5.2.3. Provide historians access to all information, activities, and facilities necessary to accomplish their mission.

5.2.4. Ensure historians are not assigned duties inconsistent with the timely performance of their primary mission.

5.3. Historians:

5.3.1. Collect, safeguard, organize, and preserve primary source documents concerning contingency operations.

5.3.2. Conduct interviews with key personnel involved in all phases of contingency operations.

5.3.3. Visit geographically separated units and forward operating locations as able to ensure complete coverage of operational activities.

5.3.4. Prepare Historical Contingency Reports (RCS: HAF-HO(M)8901) and History Operation After-Action Report (RCS: HAF-HO(AR)8903), AF Form 2131.

Attachment 4

UNIT HISTORY ANNEX TEMPLATE

A4.1. Unit History Annex Template. All history annexes will contain the list of responsibilities as outlined in Paragraph 3 below. MAJCOM/HOs may add additional responsibilities as required. They may not remove responsibilities without prior coordination from AF/HO.

Figure A4.1. Unit History Annex Template

**APPENDIX x TO ANNEX y TO XYZ WING OPLAN (OPR: HO)
HISTORY DOCUMENTATION**

REFERENCES:

- a. AFD 84-1, *Historical Information, Property and Art.*
- b. AFI 84-101, *Historical Products, Services, and Requirements.*
- c. AFI 84-102, *Historical Operations in Contingency and War.*

1. GENERAL. This appendix provides guidance for historians to record all phases of operations conducted under this plan. Contingency Historical Reports produced under this plan serve both as guides for future Air Force planning and as documented records of Air Force activities.

2. MISSION. To provide immediate and continuing historical documentation of actions carried out under this plan, and to preserve complete, accurate, and useful records for future analysis and study. The wing historian interviews personnel and screens and collects documents, photographs, and other primary source materials to document Air Force participation in contingency operations.

3. RESPONSIBILITIES. Under conditions envisioned in this plan, historical reporting increases. The dynamic nature of contingency operations requires the historian to implement an accelerated program of research, document acquisition, and writing.

3.1. Commanders:

3.1.1. Ensure historians are mobility qualified, trained, and equipped with personal gear appropriate to the area of responsibility (AOR), to include uniforms if required.

3.1.1.1. Ensure historians receive contingency continuation training.

3.1.2. Develop plans that include the history function.

3.1.3. Assign historians to their personal or special staff.

3.1.4. Provide historians access to all information, activities, and facilities necessary to accomplish their mission.

3.1.5. Ensure historians are not assigned duties inconsistent with the timely performance of their primary mission.

3.2. Historians:

3.2.1. Collect, safeguard, organize, and preserve primary source documents concerning contingency operations. Select materials that pertain to the mission.

3.2.2. Conduct interviews with key personnel involved in all phases of contingency operations.

3.2.3. Visit geographically separated units and forward operating locations regularly to ensure complete coverage of operational activities.

3.2.4. Prepare Contingency Historical Reports (RCS: HAF-HO(M)8901) and History Operation After-Action Reports (RCS: HAF-HO(AR)8903), AF Form 2131.

Attachment 5

C-MAJCOM/C-NAF HISTORY ANNEX TEMPLATE

A5.1. C-MAJCOM/C-NAF History Annex Template. All history annexes will contain the list of responsibilities as outlined in Paragraph 3.2 below, as appropriate. C-MAJCOMs/C-NAFs may add additional responsibilities as required. They may not remove responsibilities without prior coordination from AF/HO. Format will vary to the extent necessary to abide by format of the overall OPLAN, PPLAN, OPORD, etc.

Figure A5.1. C-MAJCOM/C-NAF History Annex Template

ANNEX X – HISTORY (OR Appendix XX to ANNEX X as appropriate)

REFERENCES:

- a. AFD 84-1, *Historical Information, Property, and Art*
- b. AFI 84-101, *Historical Products, Services and Requirements*
- c. AFI 84-102, *Historical Operations in Contingencies and War*
- d. AFI 84-103, *USAF Heritage Program*
- e. AFI 84-105, *Organizational Lineage, Honors and Heraldry*
- f. Others as appropriate.

1. SITUATION.

1.1. GENERAL. The purpose of this appendix is to provide guidance and assign responsibilities for documenting historical activities in contingency operations. Deployed historians collect documentation, conduct interviews and analyze all information relating to the conduct of operations from the beginning of contingency operations through unit inactivation/base closure. Reports produced under this plan serve as guides for future USAF planning and as official records of USAF activities.

1.2. ENEMY. See base plan.

1.3. FRIENDLY. See base plan.

1.4. ASSUMPTIONS. Address expected work hours, office equipment availability, etc.

2. MISSION. The history function provides immediate and continuing historical documentation of actions carried out under this plan, and to preserve complete, accurate and useful records for future analysis and study. Deployed historians interview personnel and screen and collect documents, photographs, and other primary source materials to document USAF participation in contingency operations.

3. EXECUTION.

3.1. CONCEPT OF OPERATIONS. As appropriate.

3.2. KEY OPERATIONAL TASKS

3.2.1. COMMANDERS.

3.2.1.1. Include historians in deliberative and crisis planning.

3.2.1.2. Develop plans and orders that include the history function.

3.2.1.3. Assign historians to their special staff.

3.2.1.4. Provide historians access to all activities, facilities and documentation necessary to accomplish their mission.

3.2.1.5. Ensure that historians are part of the inactivation/closure team.

3.2.1.6. Ensure historians are not assigned duties inconsistent with the timely performance of their primary mission.

3.2.2. **DEPLOYED HISTORIANS.**

3.2.2.1. Collect, safeguard and preserve documents concerning contingency operations. Select materials that pertain to the assigned units and their mission.

3.2.2.2. Conduct interviews with key personnel involved in all phases of contingency operations to fill in gaps in documentation and gain first-hand insight into the decision-making process, etc.

3.2.2.3. Visit geographically separated units and forward operating locations as able to ensure complete coverage of operational activities.

3.2.2.4. Prepare monthly Contingency Historical Reports (RCS: HAF-HO (M) 8901) and the History Operation After Action Report (RCS: HAF-HO (AR) 8903), AF Form 2131.

4. ADMINISTRATION AND LOGISTICS.

4.1. **ADMINISTRATION.** Address establishment and frequency of reporting requirements, and other administrative requirements from the C-MAJCOM/C-NAF.

4.2. **LOGISTICS.** Address what supplies historian should take or how to obtain them.

5. COMMAND AND SIGNAL.

5.1. **COMMAND.** The historian's role is a function of command, therefore, historians are assigned to deployed commanders.

5.2. **SIGNAL.** Communications systems needed to support history operations include, but are not limited to, secure voice and data lines, coalition local area network (LAN) connections and other systems.

TABS

TAB A, HISTORIAN CHECKLIST FOR UNIT INACTIVATIONS/BASE CLOSURES

TAB B, REPOSITORY DISPOSITION INSTRUCTIONS

TAB C, HISTORIAN STATUS REPORTS (optional)

TAB A, HISTORIAN CHECKLIST FOR UNIT INACTIVATIONS/BASE CLOSURES

A1. HISTORY PRODUCTION

A1.1. Continue producing histories IAW AFI 84-102 and other guidance as appropriate. C-MAJCOM/C-NAF may approve requests to modify reporting periods based on unit inactivations and/or base closures circumstances.

A1.2. Transmit histories IAW approved timeline. Inform C-MAJCOM/C-NAF of capabilities and limitations regarding the Large File Distribution System, the US Postal Service Registered Mail, outbound freight, and secure network to ensure use of most efficient means as wing achieves significant drawdown milestones. As capabilities degrade, C-MAJCOM/C-NAF will make adjustments to the transmission requirements.

A1.3 Work with C-MAJCOM/C-NAF historians to ensure that historians remain in-place as long as possible throughout the drawdown process.

A2. DOCUMENT COLLECTION

A2.1. Continue collecting documents related to organization's mission and support as long as assigned units are active.

A2.2. Collect documents related to base transition as events occur. Significant topics include, but are not limited to: achievement of closure milestones, inactivations, departure of aviation units, disposition of equipment, transfer of facilities to host nation, drawdown of personnel, etc.

A2.3. Record detailed notes at key meetings (drawdown working group, senior leadership briefings, etc.). Make notes available (e.g. as meeting minutes) to staff and include in case files as supporting documents.

A3. DISPOSITION OF OFFICE REPOSITORY.

A3.1. Provide detailed list of classified and unclassified holdings to C-MAJCOM/C-NAF using spreadsheet provided (Tab B) at least 90 days prior to the projected transition date. C-MAJCOM/C-NAF will forward disposition instructions using same spreadsheet to AFHRA and the NMUSAF, as appropriate.

A3.2. Prepare and ship items IAW C-MAJCOM/C-NAF disposition instructions. Pay particular attention to procedures associated with classified materials as processes may change in the latter stages of base closure.

A3.3. Destroy material as indicated in C-MAJCOM/C-NAF disposition instructions using means appropriate to classification.

TAB B, REPOSITORY DISPOSITION INSTRUCTIONS

DESCRIPTION	CLASSIFICATION	DISPOSITION

TAB C, HISTORIAN STATUS REPORT (optional)

Report Period	Coordination Date	Sent to CC Date	CC Signed Date	Shipped/ Transmitted Date	Method	Receipt

(Information in status report allows C-MAJCOM/C-NAF history office to keep appropriate commanders and AFHMP informed regarding history production cycle. It also allows for statistical analysis to determine trends, and is particularly useful in tracking history production cycle during gaps between deployers.)